April

This Notice Expires 1 January 1979
Approved For Release 2002/08/15: CIA-RDP86-00895R00010001004979

RECORDS AND CORRESPONDENCE

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CIA RECORDS DESTRUCTION POLICY

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Rescission:	dated	7	September	1976
Reference :				

- l. This notice informs CIA employees of the requirements that must be met before Agency records may be destroyed. In a letter to the DCI dated 21 December 1977, the Chairman of the Senate Select Committee on Intelligence noted in part that the "moratorium" on destruction of intelligence and investigative records originally requested by the Senate had expired and therefore, "all agencies maintaining records pursuant to the moratorium may return to normal records destruction policies." The requirements of the Agency's "normal records destruction policies" are outlined in this paragraph, and procedures are presented in paragraph 2. These requirements and procedures are effective upon publication of this notice; however, certain aspects of destruction approval are being worked out with Congress. Therefore, no records may be destroyed until publication of a second notice authorizing such destruction.
 - a. The United States Code, Title 44, Chapter 33, Disposal of Records, defines "records" as including "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that Agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them." (44 U.S.C. 3301)1
 - b. Federal records may not be destroyed without prior authorization by the Archivist of the United States. The Archivist authorizes destruction by signing Standard Form 115, Request for Records Disposition Authority, which identifies series of related records and specifies the time for their destruction. Within the Agency, CIA Form 139, Records Control Schedule, which includes additional detail, is used to implement the dispositions approved on SF 115. Copies of SF 115 and Form 139 are provided to the Senate Select Committee on Intelligence at least 60 days prior to their implementation.
 - c. Other considerations are of equal importance in deciding whether to destroy CIA records. These considerations include legislation such as the Freedom of Information Act and the Privacy Act, litigation such as federal antitrust suits and

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I "Records" include documents, whether in "soft" files or "official" files, that deal with record matters as defined above and are not merely duplicates of official record copies filed elsewhere in the Agency; records also include such

personal lawsuits, and matters under investigation by the Department of Justice or Congress. Although records subject to legal or investigative requirements are identified when a requirement arises, it is necessary to ensure that they are not inadvertently destroyed. Therefore, before destroying any Agency records, whether on paper, magnetic tape, film, or other recording media, it must be determined that there are no actual or impending legal or investigative requirements for the records.

- 2. The Agency Records Management Officer (Chief, Information Systems Analysis Staff, DDA), in coordination with other Agency officials, is responsible for ensuring that CIA records are properly maintained and destroyed in accordance with the above requirements. To ensure compliance, the following steps must be taken:
 - a. Before destroying any records, each employee must consult the component Records Management Officer (RMO) and the custodian of the records to verify that the records are scheduled for immediate destruction on an approved Form 139, Records Control Schedule. If the records are not scheduled for immediate destruction, they may not be destroyed unless the Agency RMO obtains approval to amend the records control schedule by submitting an SF 115, Request for Records Disposition Authority, to the Archivist of the United States.
 - b. Records relating to pending Freedom of Information Act or Privacy Act requests to the Agency are subject to additional retention periods established by the Archivist and included in the records control schedules. Normally, requested records are duplicated in their entirety at the time of a request, and the duplicate copies are maintained in accordance with the retention period for the related request. However, if such duplication is not practical, the records are instead flagged at the time of the request, using Form 4016, Information Request Flag, and must be segregated later from the records series at the time the records series is being processed for destruction. Alternatively, all records in process for destruction may be checked against an automated index of FOIA/PA requirements.
 - c. It also must be determined that records being processed for destruction are not related to actual or impending litigation or to matters under investigation by the Department of Justice or Congress. The initial determination will be made by the component RMO and the custodian based on their review of the records and on information provided by the General Counsel to the component RMO through the Agency and directorate RMO's. If the initial review raises any question as to actual or impending legal or investigative requirements for the records, authority to destroy them must be obtained by routing Form 141c, Request for Authorization to Retain or Destroy Questionable Records,

through the custodian and the component and directorate RMO's to the Records Administration Branch, ISAS. The Agency RMO will obtain the concurrence of the General Counsel prior to approving the actual destruction of the records. (If approval is denied, the Agency RMO must submit to the Archivist a request for authorization to retain the records longer than originally scheduled.)

- d. Records authorized for destruction under the above procedures still may not be destroyed until further notice. In the interim such records will be deposited in the "destruction holding area" at the Agency Archives and Records Center.
- 3. "Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents" are excluded from the 44 U.S.C. 3301 definition of "records" and may be destroyed when no longer needed.2
- 4. Questions on implementing this policy should be directed to the component Records Management Officer.

STANSFIELD TURNER Director

Attachments:

- 1. Form 141c
- 2. Form 4016

DISTRIBUTION: ALL EMPLOYEES___

^{2 &}quot;Non-records" include;

[&]quot;Reading file" or "chrono" copies of correspondence that are duplicates of the record copies filed in subject or project files.

[&]quot;Tickler", "follow-up", or "suspense" copies of correspondence.

Identical duplicate copies of documents maintained in the same file.

Extra copies of printed or processed materials, official copies of which have been retained for record purposes.

Library reference collections of documents produced by other agencies, where the originating agency is responsible for maintaining the record copy.

Superseded manuals and other directives, maintained outside the office responsible for retaining the record set, Routing slips and transmittal sheets without written comment of record value.

Drafts and stenographic meterials which have been transcribed; reproduction materials such as stencils, hectograph masters, and offset plates.

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Catalogues, trade journals, and similar externally produced publications which require no action and are not part of a case upon which action is taken.

Deak calendars and notes which do not deal with record matters as defined in paragraph 1s above,

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This Notice Expires 1-October 1978—
Approved For Release 2002/08/15: CIA-RDP86-00895R000100010049-0
RECORDS AND CORRESPONDENCE

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CIA RECORDS DESTRUCTION POLICY

Rescission: dated 7 September 1976

Reference :

- 1. This notice informs CIA employees of the requirements that must be met before Agency records may be destroyed. In a letter to the DCI dated 21 December 1977, the Chairman of the Senate Select Committee on Intelligence noted in part that the "moratorium" on destruction of intelligence and investigative records originally requested by the Senate had expired and therefore, "all agencies maintaining records pursuant to the moratorium may return to normal records destruction policies." The requirements of the Agency's "normal records destruction policies" are outlined below, and procedures are presented in paragraph 2.
 - a. The United States Code, Title 44, Chapter 33, Disposal of Records, defines "records" as including "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them." (44 U.S.C. 3301)
 - b. Federal records may not be destroyed without prior authorization by the Archivist of the United States. The Archivist authorizes destruction by signing Standard Form 115, Request for Records Disposition Authority, which identifies series of related records and specifies the time for their destruction. Within the Agency, CIA Form 139, Records Control Schedule, which includes additional detail, is used to implement the dispositions approved on SF 115. Copies of SF 115 and Form 139 are provided to the Senate Select Committee on Intelligence at least 60 days prior to their implementation.
 - c. Other considerations are of equal importance in deciding whether to destroy CIA records. These considerations include legislation such as the Freedom of Information Act and the Privacy Act, litigation such as federal antitrust suits and personal lawsuits, and matters under investigation by the Department of Justice or Congress. Although records subject to legal or investigative requirements are identified

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when a requirement arises, it is necessary to ensure that they are not inadvertently destroyed. Therefore, before destroying any Agency records, whether on paper, magnetic tape, film, or other recording media, it must be determined that there are no actual or impending legal or investigative requirements for the records.

- 2. The Agency Records Management Officer (Chief, Information Systems Analysis Staff, DDA), in coordination with other Agency officials, is responsible for ensuring that CIA records are properly maintained and destroyed in accordance with the above requirements. To ensure compliance, the following steps must be taken:
 - a. Before destroying any records, each employee must consult the component Records Management Officer (RMO) and the custodian of the records to verify that the records are scheduled for immediate destruction on an approved Form 139, Records Control Schedule. If the records are not scheduled for immediate destruction, they may not be destroyed unless the Agency RMO obtains approval to amend the records control schedule by submitting an SF 115, Request for Records Disposition Authority, to the Archivist of the United States.
 - b. Records relating to pending Freedom of Information Act or Privacy Act requests to the Agency are subject to additional retention periods established by the Archivist and included in the records control schedules. Normally, requested records are duplicated in their entirety at the time of a request, and the duplicate copies are maintained in accordance with the retention period for the related request. However, if such duplication is not practical, the records are instead flagged at the time of the request, using Form 4016, Information Request Flag, and must be segregated later from the record series at the time the record series is being processed for destruction. Alternatively, all records in process for destruction may be checked against an automated index of FOIA/PA requirements.
 - c. It also must be determined that records being processed for destruction are not related to actual or impending litigation or to matters under investigation by the Department of Justice or Congress. The initial determination will be made by the component RMO and the custodian based on their review of the records and on information provided by the General Counsel to the component RMO through the Agency and directorate RMO's. If the initial review raises any question as to actual or impending legal or investigative requirements for the records, authority to destroy them must be obtained by routing Form 141c, Request

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for Authorization to Retain or Destroy Questionable Records, through the custodian and the component and directorate RMO's to the Records Administration Branch, ISAS. The Agency RMO will obtain the concurrence of the General Counsel prior to approving the actual destruction of the records. (If approval is denied, the Agency RND must submit to the Archivist a request for authorization to retain the records longer than originally scheduled.)

- 3. "Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents" are excluded from the 44 U.S.C. 3301 definition of "records" and may be destroyed when no longer needed.2
- 4. Questions on implementing this policy should be directed to the component Records Management Officer.

STANSFIELD TURNER Director

Attachments:

- 1. Form 141c
- 2. Form 4016

DISTRIBUTION: ALL EMPLOYEES

d. Records meeting the above conditions still must not be destroyed prior to 1 April 1978. In the interim, such records may be deposited in the "destruction holding area" at the Agency Archives and Records Center.

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Drafts and stenographic materials which have been transcribed; reproduction materials such as stencils, hectograph masters, and offset places.

Catalogues, trade journals, and similar externally produced publications which require no action and are not part of

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INFORMATION REQUEST FLAG

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This Notice Expires 1 October 1978
Approved For Release 2002/08/15: CIA-RDP86-00895R000100010049-0

RECORDS AND CORRESPONDENCE

17 November 1977

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CTA.	RECURDS	DESTRUCTION	POLICI

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Rescission	dated	7	September	1976
Reference				

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 - c. Currently, copies of SF 115 and Form 139 are reviewed and cleared by the Senate Select Committee on Intelligence. Procedures are also being negotiated through the Legislative Counsel for the Select Committee to inspect CIA records prior to their destruction.
 - d. Other considerations are of equal importance in deciding whether to destroy CIA records. These considerations include legislation such as the Freedom of Information Act and the Privacy Act, litigation such as Federal antitrust suits and personal lawsuits, and matters under investigation by the Department of Justice or Congress. Although records subject to legal or investigative requirements are identified

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- d. Records meeting the above conditions still must not be destroyed if they have not been cleared for destruction by the Senate Select Committee on Intelligence. Such records may be deposited in the "destruction holding area" at the Agency Archives and Records Center pending Select Committee Review.
- 3. "Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents" are excluded from the 44 U.S.C. 3301 definition of "records" and may be destroyed when no longer needed.
- Questions on implementing this policy should be directed to the component Records Management Officer.

John F. Blake Acting Deputy Director of Central Intelligence

Attachments:

1. Form 141c

Form 4016

DISTRIBUTION: ALL EMPLOYEES

[&]quot;Non-records" include:

[&]quot;Reading file" or "chrono" copies of correspondence that are duplicates of the record copies filed in subject or project files.

[&]quot;Tickler", "follow-up", or "suspense" copies of correspondence.

Identical duplicate copies of documents maintained in the same file.

Extra copies of printed or processed materials, official copies of which have been retained for record purposes.

Superseded manuals and other directives, maintained outside the office responsible for retaining the record set.

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Drafts and stenographic materials which have been transcribed; reproduction materials such as stencils, hectograph masters, and offset plates.

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Deak calendars and notes which do not deal with record matters as defined in paragraph la above.

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INFORMATION REQUEST FLAG

THIS FORM IS USED TO SAFEGUARD FROM INADVERTENT DESTRUCTION RECORDS THAT ARE INVOLVED IN FREEDOM OF INFORMATION ACT OR PRIVACY ACT REQUESTS, LITIGATION, OR MATTERS UNDER INVESTIGATION BY THE DEPARTMENT OF JUSTICE OR CONGRESS. IT MUST BE FILED IN THE FRONT OF A FOLDER TO LIST ALL DOCUMENTS IN THE FOLDER RELATED TO A SPECIFIC REQUEST (one form for each request), OR AS A SINGLE ATTACHMENT TO EACH INDIVIDUAL DOCUMENT. IT MUST NOT BE REMOVED FROM THE DOCUMENT OR FOLDER UNTIL THE RECORD SERIES IS DUE FOR DESTRUCTION IN ACCORDANCE WITH APPROVED RECORDS CONTROL SCHEDULES AT WHICH TIME DISPOSITION OF FLAGGED RECORDS WILL BE CHECKED WITH THE COMPONENT RECORDS MANAGEMENT OFFICER AND OTHER AUTHORITIES AND WILL BE DEPENDENT ON THE STATUS OF EACH REQUEST.

	TYPE OF REQUEST	<u> </u>
PRIVACY ACT	CONGRESSIONAL INVESTIGATIONS	OTHER (specify)
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DO NOT REMOVE THIS FORM FROM THIS FILE

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RECORDS AND CORRESPONDENCE

13 September 1977

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Rescission:	dated	7	September	1976
Reference:				

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when a requirement arises, it is necessary to ensure that they are not inadvertently destroyed. Therefore, before destroying any Agency records, whether on paper, magnetic tape, film, or other recording media, it must be determined that there are no actual or impending legal or investigative requirements for the records.

- 2. The Agency Records Management Officer (Chief, Information Systems Analysis Staff, DDA), in coordination with other Agency officials, is responsible for ensuring that CIA records are properly maintained and destroyed in accordance with the above requirements. To ensure compliance, the following steps must be taken:
 - a. Before destroying any records, each employee must consult the component Records Management Officer (RMO) and the custodian of the records to verify that the records are scheduled for immediate destruction on an approved Form 139, Records Control Schedule. If the records are not scheduled for immediate destruction, they may not be destroyed unless the Agency RMO obtains approval to amend the records control schedule by submitting an SF 115, Request for Records Disposition Authority, to the Archivist of the United States.
 - b. Records relating to pending Freedom of Information Act or Privacy Act requests to the Agency are subject to additional retention periods established by the Archivist and included in the records control schedules. Normally, requested records are duplicated in their entirety at the time of a request, and the duplicate copies are maintained in accordance with the retention period for the related request. However, if such duplication is not practical, the records are instead flagged at the time of the request, using Form 4016, Information Request Flag, and must be segregated later from the record series at the time the record series is being processed for destruction. Alternatively, all records in process for destruction may be checked against an automated index of FOIA/PA requirements.
 - c. It also must be determined that records being processed for destruction are not related to actual or impending litigation or to matters under investigation by the Department of Justice or Congress. The initial determination will be made by the component RMO and the custodian based on their review of the records and on information provided by the General Counsel to the component RMO through the Agency and directorate RMO's. If the initial review raises any question as to actual or impending legal or investigative requirements for the records, authority to destroy them must be obtained by routing Form 141c, Request

for Authorization to Retain or Destroy Questionable Records, through the custodian and the component and directorate RMO's to the Records Administration Branch, ISAS. The Agency RMO will obtain the concurrence of the General Counsel prior to approving the actual destruction of the records. (If approval is denied, the Agency RMO must submit an SF 115 to the Archivist, requesting authorization for continued retention to what the of the records.)

A request for

records longer than originally study stip

- d. Records meeting the above conditions still must not be destroyed if they have not been cleared for destruction by the Senate Select Committee on Intelligence. Such records may be deposited in the "destruction holding area" at the Agency Archives and Records Center pending Select Committee review.
- 3. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are excluded from the 44 U.S.C. 3301 definition of "records" and may be destroyed when no longer needed. ²
- 4. Questions on implementing this policy should be directed to the component Records Management Officer.

> John F. Blake Acting Deputy Director of Central Intelligence

Attachments:

- 1. Form 141c
- 2. Form 4016

DISTRIBUTION: ALL EMPLOYEES

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INFORMATION REQUEST FLAG

THIS FORM IS USED TO SAFEGUARD FROM INADVERTENT DESTRUCTION RECORDS THAT ARE INVOLVED IN FREEDOM OF INFORMATION ACT OR PRIVACY ACT REQUESTS, LITIGATION, OR MATTERS UNDER INVESTIGATION BY THE DEPARTMENT OF JUSTICE OR CONGRESS. IT MUST BE FILED IN THE FRONT OF A FOLDER TO LIST ALL DOCUMENTS IN THE FOLDER RELATED TO A SPECIFIC REQUEST (one form for each request), OR AS A SINGLE ATTACHMENT TO EACH INDIVIDUAL DOCUMENT. IT MUST NOT BE REMOVED FROM THE DOCUMENT OR FOLDER UNTIL THE RECORD SERIES IS DUE FOR DESTRUCTION IN ACCORDANCE WITH APPROVED RECORDS CONTROL SCHEDULES AT WHICH TIME DISPOSITION OF FLAGGED RECORDS WILL BE CHECKED WITH THE COMPONENT RECORDS MANAGEMENT OFFICER AND OTHER AUTHORITIES AND WILL BE DEPENDENT ON THE STATUS OF EACH REQUEST.

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	TYPE	OF REQUEST	
PRIVACY ACT	CONGRESSION	NAL INVESTIGATIONS	OTHER (specify)
FOLA	DEPT. OF JUS	STICE INVESTIGATIONS	
LITIGATION	MANDATORY	CLASSIFICATION REVIEW	
REQUESTER			REQUEST NO.
SUBJECT OF REQUEST			DATE OF REQUEST
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Approved For Release 2002/08/15: CIM RDP86 00895R000100018049 0

RECORDS AND CORRESPONDENCE

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CLA RECORDS DESTRUCTION POLICY

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Rescission:	dated	7	September	1976

- 1. This notice informs CIA employees of the current requirements that must be met before Agency records we can be destroyed. The requirements are outlined below, and procedures are presented in paragraph 2.
 - a. The United States Code, Title 44, Chapter 33, Disposal of Records, defines "records" as including "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them." (44 U.S.C. 3301)
 - b. Federal records may not be destroyed without prior authorization by the Archivist of the United States. The Archivist authorizes destruction by signing Standard Form 115, Request for Records Disposition Authority, which identifies series of related records and specifies the time for their destruction. Within the Agency, CIA Form 139, Records Control Schedule, which includes additional detail, is used to implement the dispositions approved on SF 115.
 - c. Currently, copies of SF 115 and Form 139 are reviewed and cleared by the Senate Select Committee on Intelligence and the House Select Committee on Assassinations. Procedures are also being negotiated through the Legislative Counsel for these committees to inspect CIA records prior to their destruction. (For informational purposes, copies of these forms are also provided to the Government Information and Individual Rights Subcommittee of the House Committee on Government Operations.)
 - d. Other considerations are of equal importance in deciding whether to destroy CIA records. These considerations include legislation such as the Freedom of Information

Act and the Privacy Act, litigation such as Federal antitrust suits and personal lawsuits, and matters under investigation by the Department of Justice or Congress. Although records subject to legal or investigative requirements are identified when a requirement arises, it is necessary to ensure that they are not inadvertently destroyed. Therefore, before destroying any Agency records, whether on paper, magnetic tape, film, or other recording media, it must be determined that there are no actual or impending legal or investigative requirements for the records.

- 2. The Agency Records Management Officer (Chief, Information Systems Analysis Staff, DDA), in coordination with other Agency officials, is responsible for ensuring that CIA records are properly maintained and destroyed in accordance with the above requirements. To ensure compliance, the following steps must be taken:
 - Before destroying any records, each employee must consult the component Records Management Officer (RMO) and the custodian of the records to verify that the records are scheduled for immediate destruction on an approved Form 139, Records Control Schedule. If the records are not scheduled for immediate destruction, ans 115, Request for Records Disposition Authority, must be submitted to the Archivist of the United States, by the Agency RMO.
 - b. Records relating to pending Freedom of Information Act or Privacy Act requests to the Agency are subject to in their entirety additional retention periods established by the Archivist and included in the records control schedules. Normally, requested records are duplicated at the time of a request, and the duplicate copies are maintained in accordance with the retention period for the related request. However, if such duplication is not practical, the records are instead using form flagged at the time or the local series at the time the record series is being processed for destruction. Alternatively, all records in process for destruction may be checked against an automated index of routes requirements.

 The also must be determined that the records being requirements.
 - impending litigation or to matters under investigation by the Department of Justice or Congress. 5

initial determination will be made by the component RMO and the custodian based on their review of the records and on information provided by the General Counsel to the component RMO through the Agency and directorate RMO's.

RECORDS AND CORRESPONDENCE

If the initial review raises any question as to actual or impending legal or investigative requirements for the records, authority to destroy them must be obtained by routing Form 141c, Request for Authorization to Retain or Destroy Questionable Records. through the custodian and the component and directorate RMO's to the Records Administration Branch, ISAS. The Agency RMO will obtain the concurrence of the General Counsel prior to approving the actual destruction of the records. (If approval is denied, a SF 115 must be submitted to the Archivist, requesting authorization for continued retention of the records.)

d. Records meeting the above conditions still must not be destroyed if they have not been cleared for destruction by the Senate Select Committee on Intelligence. Such records may be deposited in the "destruction holding area" at the Agency Archives and Records Center pending Select Committee review.

2. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are excluded from the 44 U.S.C. 3301 definition of "records" and may be destroyed when no longer needed.

%. Questions on implementing this policy should be directed to your component Records Management Officer.

Loting Deputy Director of Central Intelligence

Attachments:

1. Form /41c

2. Form 4016

DISTRIBUTION: ALL EMPLOYEES

Approved Far Release 2002/08/75: CIMAXDE 86200895R000100010041994

RECORDS AND CORRESPONDENCE

27	JUNE	1977

CIA RECORDS DESTRUCTION POLICY

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Rescission:	dated	7	September	1976

- 1. This notice informs CIA employees of the current requirements that must be met before Agency records _____ can be destroyed. The requirements are outlined below, and procedures are presented in paragraph 2.
 - a. The United States Code, Title 44, Chapter 33, Disposal of Records, defines "records" as including "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them." (44 U.S.C. 3301)
 - b. Federal records may not be destroyed without prior authorization by the Archivist of the United States. The Archivist authorizes destruction by signing Standard Form 115, Request for Records Disposition Authority, which identifies series of related records and specifies the time for their destruction. Within the Agency, CIA Form 139, Records Control Schedule, which includes additional detail, is used to implement the dispositions approved on SF 115.
 - c. Currently, copies of SF 115 and Form 139 are reviewed and cleared by the Senate Select Committee on Intelligence and the House Select Committee on Assassinations. Procedures are also being negotiated through the Legislative Counsel for these committees to inspect CIA records prior to their destruction. (For informational purposes, copies of these forms are also provided to the Government Information and Individual Rights Subcommittee of the House Committee on Government Operations.)
 - d. Other considerations are of equal importance in deciding whether to destroy CIA records. These considerations include legislation such as the Freedom of Information

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- The Agency Records Management Officer (Chief, Information Systems Analysis Staff, DDA), in coordination with other Agency officials, is responsible for ensuring that CIA records are properly maintained and destroyed in accordance with the above requirements. To ensure compliance, the following steps must be taken:
 - Before destroying any records, each employee must consult the component Records Management Officer (RMO) and the custodian of the records to verify that the records are scheduled for immediate destruction on an approved Form 139, Records Control Schedule. If the records are not scheduled for immediate destruction, anSF 115, Request for Records Disposition Authority, must be submitted to the Archivist of the United States by the Agency RMO.
 - b. Records relating to pending Freedom of Information in their entirety Act or Privacy Act requests to the Agency are subject to additional retention periods established by the Archivist and included in the records control schedules. Normally, requested records are duplicated at the time of a request, and the duplicate copies are maintained in accordance with the retention period for the related request. However, if such duplication is not practical, the records are instead - using form flagged at the time of the request, and must be segregated later from the record series at is being processed for destruction. Alternatively, all recording to process for destruction may be checked against an automated induce of rolling requirements. later from the record series at the time the record series
 - processed for destruction are not related to actual or impending litigation or to matters under investigation by the Department of Justice or Congress. 5
 - initial determination will be made by the component RMO and the custodian based on their review of the records and on information provided by the General Counsel to the component RMO through the Agency and directorate RMO's.

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Approved For Release 2002/08/15: CIA-RDP86-00895R000100010049-0

RECORDS AND CORRESPONDENCE

If the initial review raises any question as to actual or impending legal or investigative requirements for the records, authority to destroy them must be obtained by routing Form 141c, Request for Authorization to Retain or Destroy Questionable Records, through the custodian and the component and directorate RMO's to the Records Administration Branch, ISAS. The Agency RMO will obtain the concurrence of the General Counsel prior to approving the actual destruction of the records. (If approval is denied, a SF 115 must be submitted to the Archivist, requesting authorization for continued retention of the records.)

3Library and museum material made or acquired and
preserved sololy for reference and the control and
preserved solely for reference or exhibition purposes, extra
copies of documents preserved only for convenience of reference,
and Stocks of publications and of processed documents are
excluded from the 44 U.S.C. 3301 definition of 'records' and
may be destroyed when no longer needed.

Z. Questions on implementing this policy should be directed to your component Records Management Officer.

Leting Deputy Director of Central Intelligence

Attachments:

1. Form /41c_

2. Form 4016

DISTRIBUTION: ALL EMPLOYEES

SUBMIT ORIG	INAL AND 4 COPIES TO ISAS		
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THIS FORM IS USED TO SAFEGUARD FROM INADVERTENT DESTRUCTION RECORDS THAT ARE INVOLVED IN FREEDOM OF INFORMATION ACT OR PRIVACY ACT REQUESTS, LITIGATION, OR MATTERS UNDER INVESTIGATION BY THE DEPARTMENT OF JUSTICE OR CONGRESS. IT BE FILED IN THE FRONT OF A FOLDER TO LIST ALL DOCUMENTS IN THE FOLDER RELATED TO A SPECIFIC REQUEST (one form for each request), CR AS A SINGLE ATTACHMENT TO EACH INDIVIDUAL DOCUMENT. IT MUST NOT BE REMOVED FROM THE DOCUMENT OR FOLDER UNTIL THE RECORD SERIES IS DUE FOR DESTRUCTION IN ACCORDANCE WITH APPROVED RECORDS CONTROL SCHEDULES AT WHICH TIME DISPOSITION OF FLAGGED RECORDS WILL BE CHECKED WITH THE COMPONENT RECORDS MANAGEMENT OFFICER AND OTHER AUTHORITIES AND WILL BE DEPENDENT ON THE STATUS OF EACH REQUEST.

	TYPE OF REQUEST	
PRIVACY ACT	CONGRESSIONAL INVESTIGATIONS	OTHER (specify)
FOIA	DEPT. OF JUSTICE INVESTIGATIONS	
LITIGATION	MANDATORY CLASSIFICATION REVIEW	
REQUESTER	The state of the s	REQUEST NO.
SUBJECT OF REQUEST		DATE OF REQUEST
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DOCUMENTS SUBJECT TO REQUEST - INCLUDE FILE NO., SYMBOL, DATE AND SUBJECT (Attach additional sheets if necessary)

REMARKS (if applicable)

DATE OF COMPONENT RESPONSE

DATE APPEALED (if applicable)

Approved For Release 2002/08/15 : CIA-RDP86-00895R000100010049-0

The second secon

14 March 1977

	MEMORANDUM FOR: Chief, Regulations Control Branch
STAT	FROM : Chief, Records Administration Branch
STAT	SUBJECT : CIA Records Destruction Policy
STAT	Attached is CIA Records Destruction Policy, which is ready for formal coordination. Members of RAB have discussed the notice with OGC and the Directorate RMO's and have incorporated their suggestions.

Attachment:

Distribution:

Orig = Adse w/att
1 - RAB Subj. w/att
1 - RAB Chrono w/o att

Attachment - AI/DDA

DDA/ISAS/RAB/JLB (14 Mar. 77)

Approved For Release 2002/08/15 : CfA-RDP86-00895R000100010049-0

This Notice Is Current Until Rescinded

RECORDS AND CORRESPONDENCE

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CIA	KECOKOS	DESTRUCTION	PULICI

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Rescission:	dated 7 September 1976	
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- 1. This notice informs each CIA employees of the current requirements that must be met before Agency records legally can be destroyed. The requirements are outlined below, and procedures are presented in paragraph 2.
 - a. Federal records may not be destroyed without prior authorization by the Archivist of the United States. The Archivist authorizes destruction by signing Standard Form 115, Request for Records Disposition Authority, which identifies series of related records and specifies the time for their destruction. Within the Agency, CIA Form 139, Records Control Schedule, which includes additional detail, is used to implement the dispositions approved on SF 115.
 - b. Currently, copies of SF 115 and CTA Form 139 are reviewed and cleared by the Senate Select Committee on Intelligence and the House Select Committee on Assassinations. Procedures are also being negotiated through the Legislative Counsel for these committees to inspect selected CIA records prior to their destruction. (For informational purposes, copies of these forms are also provided to the Government Information and Individual Rights Subcommittee of the House Committee on Government Operations.)
 - c. Other considerations are of equal importance in deciding whether or not to destroy CIA records. These considerations include legislation such as the Freedom of Information Act and the Privacy Act, litigation such as Federal antitrust suits and personal lawsuits, and matters under investigation by the Department of Justice. Although records subject to legal or investigative requirements are identified when a requirement arises, it is necessary to ensure that they are not inadvertently destroyed. Therefore, before destroying any Agency records, whether on paper, magnetic tape, film, or other recording media, it must be determined that there are no pending legal or investigative requirements for the records.

second draft submitted to RCB Mar 7.7 for first formal coordination

France

- 2. The CFA Records Management Officer (Chief, Information Systems Analysis Staff, DDA), in coordination with other Agency officials, is responsible for ensuring that CIA records are properly maintained and destroyed in accordance with the above requirements. To ensure compliance, the following steps must be taken.
 - a. Before destroying any records, each employee must consult the Component Records Management Officer (RMO) and the custodian of the records to verify that the records are scheduled for immediate destruction on an approved form 134, Records Control Schedule. If the records are not scheduled for immediate destruction, and SF 115, requesting destruction authority must be submitted to the Archivist of the United States by the Agency RMO.
 - b. It also must be determined that the records are not related to litigation or possible litigation, to matters under investigation by the Department of Justice, or to Freedom of Information Act or Privacy Act requests to the Agency. For records in the office, an initial determination will be made on the basis of information provided by the General, Counsel to the Component RMO through the Agency and Directorate RMO's. If the initial review raises any question as to actual or potential legal or investigative requirements for the records, authority to destroy them must be obtained by routing Form 141c, Request for Authorization to Destroy Records in Office, through the custodian and the Component and Directorate RMO's to the Records Administration Branch, ISAS. The Agency RMO will obtain the concurrence of the General Counsel prior to approving the actual destruction of the records.
 - c. For $\underline{\text{all}}$ records deposited in the Agency Archives and Records $\overline{\text{Center}}$, Form 141b, Request for Authorization to Destroy Records in Records Center, will be routed through the same approval channels.
 - d. Extra copies of documents preserved only for convenience of reference or for distribution stocks of publications may be destroyed when no longer needed.
- 3. Questions on implementing this policy should be directed to your Component Records Management Officer.

E. H. Knoche Deputy Director of Central Intelligence

Attachments:

- 1. Form 141b
- 2. Form 141c

Approved For Release 2002/08/15 : CIA-RDP86-00895R000100010049-0

TO	REQUEST FOR AUTHOR DESTROY RECORDS IN RE	RIZATION CORDS CENTER	1. DISPOSITION JOB	NO. (Assigned by ARC)
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Dire	conent Records Management ectorate Records Management	ent Officer	1	s and Records ISAS/DDA
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Approved For Release 2002/08/15 : CIA-RDP86-00895R000100010049-0

STAT Approved For Release 2002/08/15 : CIA-RDP86-00895R000100010049-0

This Notice Is Current Until Rescinded Approved For Release 2002/08/15: CIA-RDP86-00895R0001	00010049-0
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RECORDS AND CORRESPONDENCE

7	FEB	77

CIA RECORDS DESTRUCTION POLICY

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Rescission:	dated	7	September	1976
Rescission.	dated	′	September	13/0

- 1. This notice informs each CIA employee of the current requirements that must be fulfilled before Agency records legally can be destroyed. The requirements are outlined below and summarized in paragraph 5.
- 2. The basic legal requirement for the destruction of Federal records is the prior approval of the Archivist of the United States. This approval is obtained by submitting to the Archivist Standard Form 115, Request for Records Disposition Authority, which identifies series of related records and requests approval to destroy each record series immediately or after a specified period of time. Within CIA Form 139, Records Control Schedule, which is a more detailed version of SF 115, is used to implement the approved dispositions.
- 3. Although the Records Control Schedule reflects the basic authorization to destroy Federal records, other factors bear equally on the decision to destroy CIA records. These factors include legislation such as the Freedom of Information Act and the Privacy Act, litigation such as Federal antitrust suits and personal lawsuits, and matters under investigation by the Department of Justice. Records subject to these factors are identified when a requirement arises; however, it is necessary to insure that records subject to these requirements are not inadvertently destroyed. Therefore, before destroying any Agency records, whether on paper, magnetic tape, film, or other recording media, a determination must be made that there are no pending legal or investigative requirements for the records.
- The CIA Records Management Officer (Chief, Information Systems Analysis Staff, DDA), in coordination with other Agency officials, is responsible for ensuring that CIA records are properly maintained and destroyed in accordance with the above requirements. To ensure compliance with these requirements before destroying any records, each employee must consult the component Records Management Officer (RMD) to determine that the records are scheduled for immediate destruction on an approved Records Control Schedule, and based on information provided by the General Counsel through the CIA RMO and Directorate RMO, that they are not subject to pending legal or investigative requirements. If the records are not covered by an approved records control schedule, or if they are covered but not scheduled for immediate destruction, a SF 115 must be submitted to the Archivist of the United States by the Agency RMO. If it is determined that the records may be subject to pending legal or investigative requirements, the proposed destruction must be submitted through the Directorate RMO to the Agency RMO for concurrence by the General Counsel prior to destruction. The procedure for obtaining this clearance is in paragraph 5c, below.

RECORDS AND CORRESPONDENCE

5. In summary, CIA policy requires that the following approval and clearance authorizations be obtained before any records are destroyed:

- a. The Archivist of the United States must approve SF 115, Request for Records Disposition Authority, authorizing destruction of the records.
- b. Currently, copies of SF 115 and Form 139, Records Control Schedule, are reviewed and cleared by the Senate Select Committee on Intelligence and the House Select Committee on Assassinations. Procedures are also being negotiated through the Legislative Counsel for these committees to inspect CIA records prior to their destruction. (For informational purposes, copies of these forms are also provided to the Government Information and Individual Rights Subcommittee of the House Committee on Government Operations.)
- c. A determination must be made that the records are not related to litigation or possible litigation, to matters under investigation by the Department of Justice, or to Freedom of Information Act or Privacy Act requests to the Agency. For all records deposited in the Agency Archives and Records Center, this determination will be obtained by routing Form 141b, Request for Authorization to Destroy Records in Records Center, through the Component and Directorate RMO's to the Records Administration Branch, ISAS. The Agency Records Management Officer will obtain the concurrence of the General Counsel prior to approving the actual destruction of the records. For records in the office which raise any question as to actual or potential legal or investigative requirements, a similar clearance procedure will be followed, using Form 141c, Request for Authorization to Destroy Records in Office.
- d. Extra copies of documents preserved only for convenience of reference or for distribution stocks of publications may be destroyed when no longer needed.
- 6. Questions on the implementation of this policy should be directed to your component Records Management Officer.

E. H. Knoche Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES

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PROPOSED INSTRUCTIO	NS AND	FLOW OF	FORMS	141B	and	141C	IN	CONJUNCTION
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FORM 141B - REQUEST FOR AUTHORIZATION TO DESTROY RECORDS IN RECORDS CENTER--4 part set

- When due date for destruction arrives, the Records Center, using the tickler copy of Form 140 "Records Retirement Request" will complete items 1 through 7 on Form 141B. Retain copy 4 as suspense and forward remaining copies to the appropriate Component/Directorate Records Management Officer.
- Component/Directorate Records Management Officer will forward the form to the custodian of these particular records.
- 3. The custodian of the records will attach a copy of the Form 140 "Records Retirement Request" and Form 140A "Records Shelf List" for these particular records and return to the Component Records Management Officer. NOTE: If a Form 140A "Records Shelf List" has not been prepared, the custodian of the records must provide a detailed list of the records before returning the forms to the Component Records Management Officer.
- 4. The Component Records Management Officer will review the forms for completeness and attachments, concur/nonconcur, sign and date in appropriate box and forward to the Directorate Records Management Officer.

FORM 141C - REQUEST FOR AUTHORIZATION TO DESTROY RECORDS IN OFFICE--3 part set

- 1. Before destroying any records in the office area, each custodian of records <u>must</u> consult with the Component Records Management Officer to determine that the records are covered by an approved Records Control Schedule and that they are not subject to pending legal or investigative requirements, based on information provided by the General Counsel through the CIA RMO and Directorate RMO. If there is no question that the records can be destroyed without further approval, the destruction may take place within the office area.
- 2. If there is any question whether the records should be destroyed, the custodian of the records must complete Form 141C "Request for authorization to destroy records in office" using the current records control schedule. Complete items 2 through 9, providing a complete detailed description, disposition instructions and listing of the records in question; retain copy 3 and forward remaining copies to Component RMO.
- 3. Component Records Management Officer will review the form for completeness, concur/ nonconcur, sign and date in appropriate box and forward to the Directorate Records Management Officer.

Form 141B (Continued)

- 5. Directorate Records Management Officer will concur/nonconcur, sign and date in appropriate box and forward set to RAB.
- 6. RAB will forward to appropriate contact in OGC, and will do follow-up.
- 7. Office of General Counsel will review the form and the attachments for possible legal implications. After review, OGC representative will concur/nonconcur, sign and date in appropriate box, and return to Chief, Information Systems Analysis Staff for approval or denial.
- 8. C/ISAS will sign and date in appropriate box, and regardless of approval or denial, will disseminate copies to:
 - Copy 1 Records Center (Record Copy) will be attached to permanent copy of Form 140
 - Copy 2 RAB (attach to current schedule)
 Info
 - Copy 3 Component RMO.

Form 141C (Continued)

- 4. Directorate Records Management Officer will concur/nonconcur, sign and date in appropriate box and forward set to RAB.
- 5. RAB will forward to appropriate contact in OGC, and will do follow-up.
- 6. Office of General Counsel will review the form and the attachments for possible legal implications. After review, OGC representative will concur/nonconcur, sign and date in appropriate box, and return to Chief, Information Systems Analysis Staff for approval or denial.
- C/ISAS will sign and date in appropriate box, and regardless of approval or denial, will disseminate copies to:
 - Copy 1 RAB (Record Copy) attached to Records Control Schedule
 - Copy 2 Component RMO

NOTE: If Custodian, Component/Directorate RMO or OGC nonconcurs in destruction of these records (in total or in part) item 13 must be completed.

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